



NEW HORIZON PUBLIC SCHOOL

(CBSE Affiliation No: 11330086)

Sector – 19, Airoli, Navi Mumbai, 400708

Admission Notice: 2025- 2026

Online Registration starts for Grades: **Nursery and Jr.KG**

Date: **19th November 2024** Onwards.

Admission Timings:

Monday to Saturday: - 9:00 a.m. to 3.00 p.m.

Sunday: - 9:00 a.m. to 12:00 p.m.

A. Age Criteria:

Sr. No	Grade	Particulars
1.	Nursery	Children born between 1st October 2021 and 31stDecember 2022
2.	Jr. KG	Children born between 1st October 2020 and 31stDecember 2021
3.	Sr. KG	Children born between 1st October 2019 and 31stDecember 2020
4.	Grade I	Children born between 1st October 2018 and 31stDecember 2019
5.	Grade II & Above	Children must have successfully completed the previous class & promoted to next class.

B. Documents required at the time of Admission:

Sr. No	Grade / Class	Documents
1.	Nursery	<ol style="list-style-type: none">1. Original/Notarized Copy of Birth Certificate.2. Copy of Aadhaar Card of both parents & child.3. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card4. 1 Passport Size Photograph of each, the student and both the parents with Red Background.5. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)
2.	Jr. KG, Sr. KG & Grade I	<ol style="list-style-type: none">1. Original/Notarized Copy of Birth Certificate.2. Copy of Report Card of the last grade attended3. Bonafide certificate of last school.4. Copy of Aadhaar Card of both parents & child.5. Address Proof: Electricity bill copy Own house)/Rental agreement copy/Aadhaar Card6. 1 Passport Size Photograph of each, the student and both the parents with Red Background.7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)
3.	Grade II & Above	<ol style="list-style-type: none">1. Original/Notarized Copy of Birth Certificate.2. Original Leaving Certificate. (Student ID and UDISE Number must be cited in leaving certificate) Students studying outside Maharashtra must counter sign the School Leaving Certificate by the Education Officer/ Competent Authority of that area.3. Copy of Report Card of the last grade attended4. Copy of Aadhaar Card of both parents & child.5. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card6. 1 Passport Size Photograph of each, the student and both the parents with Red Background.7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)
* For students who are not Indian citizen in addition to the above set of documents photocopy of First 2 pages & last 2 Pages of Passport of Country of citizenship + Valid visa copy is mandatory		
All documents are Mandatory at the time of admission.		

C. General Guidelines:

1. **For registration** login to our school website www.nhpsaioli.com or visit the school.
2. Registration is not the confirmation of admission. Admissions are subject to vacancy.
3. **Your provisional admission stands cancelled if all required documents are not submitted on time to school admission department.**
4. The date & time of interaction/admission will be communicated after remitting the Registration Fees at the Fees counter.
5. Presence of both the parents along with the child is mandatory at the time of interaction/admission to initiate parent's Pass & student's ID card.
6. Pre-Primary Section functions in two shifts. Availability of preferred shift is subject to vacancy.

Shift	Grade	Timing
I Shift	Nursery to Sr. KG	08:30AM to 11:30AM
II Shift	Nursery to Sr. KG	12:00 NOON to 03:00PM

7. Admission in SR K.G & Grade I is subject to vacancy. If any vacancies are arising in SR K.G it will be known only in February 2025.
8. **Student ID, UDISE Number, PEN Number & Aadhaar Card Number must be cited in the Original School Leaving Certificate. (Applicable for Grade II & above)**
9. Any Medical need & Medical issue of child must be informed to Admission Counselling otherwise parents are responsible for the same.

Once admission is confirmed it cannot be transferred to any other branches.

D. Details of Registration & Admission:

1. Parents who would like to seek admission for their ward must visit the school website www.nhpsaioli.com/admission
2. Follow the following steps
 - a) Click on '**Click Here to Register**'
 - b) Then click **Registration put Mobile Number & Email Id**
 - c) Then select **Generate Code** (You will get code on your mobile as well as email)
 - d) Put code you have received and click (**Verify security code**)
 - e) Enter all the necessary details and **submit**.
3. Parents/Guardians must submit the printout of the Registration Acknowledgment at the Fee Counter for remitting Registration Fees and collect the Registration Kit (Medical History Form, School Transport Enquiry Form & Guidelines for Admission).

4. The Registration Acknowledgement must be submitted at the Fees Counter within a day of online registration.
5. Admissions are done on first come first serve basis only.
6. Confirmation of admission is subject to realization of cheques and submission of duly filled in Admission Form along with prescribed documents.

E. Admissions for Grades II - VIII: 2025-2026

1. Admission for Grade II to VIII for the academic year 2025– 2026 will be subject to vacancies.
2. The process of admission for II-VIII will begin in February/March 2025 depending on the vacancies.
3. There are no admissions in Grade IX and X. In case of any vacancy in Grade X, the admission must be approved by the CBSE Regional Office.

F. School Fees:

1. Fee structure is put up on the School Notice Board.
2. School Fees can be paid by Card/ NEFT / UPI / Cheques. Fee paid through cheques are subject to realization.
(Note: Registration fee, Admission fee & 1st instalment should be paid by Card / NEFT / UPI only. 2nd and 3rd instalment can be paid through PDC)
3. School Fees can be paid in full or can also be paid in three Installments if so desired:

INSTALLMENT SCHEDULE			
Fee Instalment	FOR GRADE I TO X & XII	FOR GRADE XI	FOR PREPRIMARY (NUR, JR.KG, SR.KG)
Instalment I	On the Day of Admission	On the Day of Admission	On the Day of Admission
Instalment II	1 st -10 th July (PDC On the Day of Admission)	1 st -10 th September (PDC On the Day of Admission)	1 st -10 th September (PDC On the Day of Admission)
Instalment III	1 st -10 th November (PDC On the Day of Admission)	1 st -10 th January (PDC On the Day of Admission)	1 st -10 th January (PDC On the Day of Admission)

G. School Transport:

1. Parents must fill up the Bus Form if they opt for Bus Facility for their ward after they complete the school admission process.
2. For the details of Bus Route & School Transport Fee, parent must contact the school Bus Department.
3. After ensuring that there is availability of bus service & seat for the desired route parent must fill up the Bus Form & pay the necessary Fees.
4. Full Bus fees for the year need to be paid by cheque/Card Swipe/QR Code / UPI / NEFT in one shot in order to confirm the seat.
5. Fees should be paid only after seat availability is confirmed by the Bus Department.
6. Fees paid through cheques are subject to realization.
7. School Bus service is voluntary and subject to availability. Bus service will be avail to only those Parents who cleared the Academic fees.
8. **All fees once paid are non-refundable and non-transferable.**
 - **Bus Department contact number-** 8879371528,8850918192, 8879024088.
 - **Email ID-** nhpsa.transport@newhorizonsms.org

H. Contact Us:

- Admission Counselling: 022-49640731/022-49630181 / 49639054 / 49638241 / 8652337568 / 8652337569.
- Email-id: nhpsa.admission@newhorizonsms.com
- For details visit us at www.nhpsairoli.com